



# **SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY**

**Invites your application for**

## **Finance Manager**

**\$4,932—\$6,093/MONTHLY (Plus generous benefits)**

**OPEN UNTIL FILLED Priority Screening: Friday, August 11, 2006 by 5:00 p.m.** Applications received after this date will be reviewed on an as needed basis.

### **THE SUPERIOR COURT**

The Superior Court of California, County of Monterey is a general jurisdiction trial court hearing criminal, civil, family law, probate, juvenile, child support enforcement, traffic and mental health cases. There are 18 judges, 2 commissioners, and a support staff of 216 employees.

### **THE POSITION**

This position reports to the Chief Financial Officer and develops and manages court budgets, tracks expenditures, manages procurement activities, directs complex accounting, financial reporting, develops and directs court comprehensive fine and fee collection program, and manages internal and external auditing projects.

### **EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS**

The following are examples of the significant duties performed by this position; this is not an exhaustive list of the duties to be performed:

- Plans, organizes, coordinates, and manages, directly and/or through subordinate supervisors, the budget, general accounting, develops and monitors internal control audit programs, and collections programs of the Court;
- Reviews, evaluates and interprets new legal requirements, laws and legislation affecting budgeting, accounting, and fine and fee collections responsibilities for Court programs; Monitors and evaluates the effect of legal and procedural changes related to budget, accounting, fiscal reporting and related activities;
- Develops, implements and interprets budgeting and accounting policies and procedures, systems and standards, ensures that financial policies and procedures are in accordance with applicable laws, requirements and professional accounting and reporting practices;
- Prepares, manages and participates in the preparation of the Court's annual budget, including: estimating expenditures, projecting revenue, consolidating sub-budgets, consultation and information reports to management ensuring appropriate format and content, prepares monthly cash flow analyses, final official budget preparation, and ongoing financial reporting required by the Administrative Office of the Courts;
- Supervises and evaluates subordinate supervisors; Participates in and recommends staff selection, promotions, disciplinary actions and performance evaluations; Evaluates needs for and requests specialized training for supervisors and staff.

### **MINIMUM QUALIFICATIONS**

Any combination of experience, education, and/or training which substantially provides the following knowledge, skills and abilities:

#### **Knowledge of:**

- Organization and functions of court/local government with emphasis on the budgeting and accounting aspects; Pronouncements of Governmental Accounting Standards Board;
- Project management, including project planning, scheduling and control mechanisms;
- Various accounting standards, such as Generally Accepted Accounting Principles (GAAP); Generally Accepted Accounting Standards (GAAS); Financial Accounting Standards Board (FASB), State Controller's Office (SCO), and other regulatory agencies;
- Accounting procedures for various types of funds and account groups; Methods and procedures of governmental budget preparation and control; financial statement preparation;
- Understanding of accounting methods pertinent to accounts receivable;
- Methods and techniques utilized in competitive procurement activities, including contract development and maintenance;
- Developing grant documentation for funding requests; Creating and monitoring grant budgets and grant reporting;
- Principles and practices of supervision and management.

**Skill and Ability to:**

- Locate and correct discrepancies or errors in financial or statistical documents
- Review work for accuracy and procedural correctness
- Read, interpret and apply oral and written office policies and procedures, laws, rules and regulations
- Proficiency with personal computers, spreadsheets, database and word processing programs
- Operate a calculator, computer terminal and other office equipment
- Establish and maintain effective working relationships and provide courteous customer service
- Develop and implement goals, objectives, policies, procedures, and work standards
- Select, motivate, and evaluate staff and provide for their training and development.
- Follow detailed oral and written instructions
- Prepare financial and statistical summaries
- Promote team building relationships within the Court
- Communicate effectively

**Education and Experience:**

The knowledge list above may be acquired through various types of experience, education or training. Typical ways to acquire the required knowledge and abilities are listed below:

Education: Bachelor's degree from an accredited college or university in accounting, finance, business, public administration or other related field;

**AND**

Experience: Four (4) years of progressively responsible professional accounting/auditing experience.

**DESIRABLE QUALIFICATIONS****Knowledge of:**

Methods and techniques utilized in fine and fee collections; Compiling data to evaluate performance of collection efforts.

**BACKGROUND INVESTIGATION**

Convictions, depending upon type, number and date, may be disqualifying. Court employees shall be subject to a modified background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and sensory abilities required to perform the duties of this classification include: ability to bend, stoop and reach in order to retrieve files; use a step stool to reach files and supplies of forms stored up to eight feet high; pull files from long, narrow filing units with a four foot space between units; ability to lift and carry items up to 20 pounds; sit at a desk or computer, for extended periods of time up to 6 hours a day.

**FILING REQUIREMENTS AND SELECTION PROCEDURE**

All applicants must file the following documents with the Superior Court of California, County of Monterey, Human Resources, 240 Church St., Rm. 318, Salinas, CA 93901 to be eligible for consideration: 1) Court Application; 2) Responses to Supplemental Questions. Application material may be obtained from any of the Court's locations, by telephoning (831) 775-5540, visiting the Court's website at [www.monterey.courts.ca.gov](http://www.monterey.courts.ca.gov) or by emailing [courtjobs@monterey.courts.ca.gov](mailto:courtjobs@monterey.courts.ca.gov).

**TENTATIVE SCHEDULE**

- Friday, August 11, 2006 – Application materials due to meet priority screening deadline.
  - Week of August 14, 2006 – Qualifications review.
  - Week of August 21, 2006 – Oral Board Examination.
  - Week of August 28, 2006 – Final Selection Interview.
  - September, 2006 – Successful candidate starts with the Court.
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- The selection process is tentative and applicants will be notified if changes are made.
  - The competitive process includes submitting a completed Monterey Superior Court Application and responses to Supplemental Questions.
  - Applicants who fail to complete an application or Supplemental Questions Response will not be considered for this position.
  - Resumes will not be accepted **in lieu of** required application materials.
  - Application materials will be competitively evaluated, with those applicants who are determined to be the most appropriately qualified invited to participate further in the process. To further assess applicant's possession of

required qualifications, this examination may include an oral examination, pre-exam exercise, performance examination and/or written examination.

- Applicants who pass the testing/evaluation process will be placed on an eligible list and may be contacted to schedule a final interview. The established eligible list may be used to fill future vacancies.

#### **SUMMARY OF BENEFITS (X Unit)**

**Retirement:** Public Employees' Retirement System (P.E.R.S.) 2% @ 55 (100% paid by the Court)

**Holidays:** 13 days per year

**Annual Leave:** Accrues at the rate of 23 days per year. The accrual rate increases after 2, 6, 10, 15, 18, 20 and 25 years of service.

**Medical, Dental, & Vision Care:** Flexible Spending Account: available benefits – medical/dental/ vision, prescription drugs and dependent coverage.

**Professional Leave:** 7 days per calendar year; pro-rated

**Educational Leave:** 3 days (24 hours) per calendar year

**Educational Assistance:** Up to \$2,000 per year

**Life Insurance:** \$50,000 life insurance policy

**Deferred Compensation:** A deferred compensation program is available administered by Great West Life

This information is not legally binding, nor does it serve as a contract. The benefits listed in the Court Personnel Policies and Practices or MOU prevail over this listing.

#### **SPECIAL NOTES**

- The Immigration and Reform Act of 1986 requires that persons hired must present documents verifying identity and authorization for employment in the United States.
- If you believe you possess a disability that would require accommodation in the selection process, please call the Court at (831) 775-5540.

The Superior Court of California, County of Monterey is an Equal Opportunity Employer

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY**

**FINANCE MANAGER**

**REQUIRED SUPPLEMENTAL QUESTIONS**

Responses to these supplemental questions must be completed and submitted together with the required Court application form. Applicants who do not complete the Supplemental Questions will be eliminated from the examination process. A resume is not an acceptable substitute. Clarity, conciseness and completeness of answers are factors considered in the selection process.

Your responses to the Supplemental Questions will be used to evaluate your writing skills as well as your experience and qualifications. Limit your responses to no more than one page for each of the areas listed. Please place your name and the position you are applying for on each page.

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- 1. Please fully describe your education and/or experience in accounting. Include in your response education and/or experience in governmental accounting.**
- 2. Please fully describe your education and/or experience performing research into legal requirements, laws and legislation, and developing policies and procedures based upon the research.**
- 3. Please fully describe your experience working on projects and teams. Briefly describe a recent project you worked on, the role you played on the project, the challenges encountered, and the final outcome.**
- 4. Please describe the most complex financial or accounting problem you have solved. Include in your response the methodology utilized and the resolution.**
- 5. Please describe your experience supervising and managing professional, technical and/or support staff. Include in your response the scope of your responsibilities, how you function as a team leader and the size of your staff.**

**DO NOT USE THIS SPACE TO RESPOND TO THE SUPPLEMENTAL QUESTIONS.  
PLEASE USE A SEPARATE PAGE FOR YOUR RESPONSES.**